

# WELCOME TO CAMPUS KOTTENFORST

A guide to the GIZ's Academy  
location in Bonn-Roettgen



## PREFACE



Dear guests,

A warm welcome to Campus Kottenforst. This new GIZ campus site was opened in January 2018 amidst the beautiful nature reserve Kottenforst. It is one of several training centres worldwide run by the organisation's Academy for International Cooperation.

Here, we provide you with excellent learning opportunities in a modern learning environment. The campus' light-flooded and open ambience with its numerous niches and networking areas invites you to enter into an exchange with other participants and become mutually inspired. We frame the room for useful and diverse learning experiences as these open spaces promote open-minded thinking. The Media and Information Centre (MIA) and the interactive learning stations on site further support your creative and inspired learning.

Campus Kottenforst offers ideal conditions not only for learning. You will also find modern guest rooms and a restaurant offering a variety of international dishes right on the premises. Meeting places, sports and leisure activities in the building and in the outside area provide you with a pleasant and diverse setting during your stay.

We hope you have an inspiring and memorable time here on Campus Kottenforst. This guide will help you to easily orient yourself. Enjoy your stay with us!



**Andrea von Rauch**  
Head of the Academy for  
International Cooperation



**Markus Weiher**  
Head of Section Facility Management  
Campus Kottenforst

# 1 LIVING & ACCOMMODATION



## Rooms and facilities

We have 63 rooms for overnight guests and 7 apartments for families available on campus.

All rooms are equipped with:

- > Private bathrooms
- > Free Wi-Fi

Additionally you have access to a:

- > Balcony or garden
- > Tea kitchen with microwave and sparkling water
- > Washing machine, dryer and ironing room

Should you be expecting visitors while you are staying with us, you can arrange all modalities for the overnight stay at reception.



In case all capacities on site are exhausted, we will arrange accommodation in close proximity to the campus. A shuttle service will bring guests staying off campus to their hotel and back.



- > A glimpse of a living and dining area in a family apartment
- > A double room with direct access to the balcony



## Guests arriving with children

Family-friendliness is important to us. Families are accommodated in our spacious family apartments and guests with children can order children's beds, sheets, bathtubs and other accessories at reception.





## The Academy

The Academy for International Cooperation (AIZ) is the GIZ's academy. As a learning specialist in international cooperation, the academy has more than 50 years of experience and offers learning opportunities on a wide variety of up-to-date topics, covering GIZ-internal organisational knowledge, digital competencies and leadership skills development. The academy also provides departure preparation for international assignments in 120 countries. In addition to providing expert knowledge and know-how, our courses also look at how people with different perspectives and backgrounds can successfully work towards common goals.

AIZ training courses are characterised by modern and agile learning methods. The new campus is an excellent learning environment and provides you with ideal conditions for flexible and effective learning, following the academy's principle: Open spaces for open thinking.

Read more about our program on:  
<https://www.giz.de/akademie>



Practice-orientated on site and e-learning formats for sustainable competency development available to GIZ employees and external customers



More than 11,000 participants every year in Germany and abroad

More than 300 different course offers in 5 languages

Extensive expertise from 700 trainers

Learning worldwide: At our regional training hubs in Bangkok, Addis Abeba, Bogotá and Dakar



^ Light-flooded training rooms for inspired learning

## Facilities and Equipment

In terms of architecture, our campus blends perfectly with the surrounding Kottenforst offering you plenty of daylight, training rooms with modern equipment and many more learning spaces beyond the walls of a traditional classroom.

- > 48 training rooms of different sizes
- > Workplaces and seating niches all around campus
- > Free copy and print services



Learning station »Time« on the upper floor of House 2

^ Learning station »Time«

»Language Balloon« on the ground floor

Learning station »Door to Your Inner Self« on the upper floor



»Black Box Security« on the ground floor

### Interactive learning stations

The learning stations distributed throughout House 2 are unique and award-winning. They help you directly experience important topics of international cooperation. At the stations, you are invited to discover new perspectives, reflect, gain valuable insights and further your learning experience according to your personal interests.

## Media and Information Centre

Distributed throughout the building, you will find a broad collection of material related to the AIZ's courses including more than 35,000 books, magazines, music, films and language learning aids. In addition, the Media and Information Centre provides you with access to a growing number of online media and databases. Go to <https://mia.giz.de> to browse our catalogue.

#### Service hours:

Monday to Thursday	8:00 a.m. – 3:00 p.m.
Friday	8:00 a.m. – 1:00 p.m.

#### All media and a self-checkout are also available at these times: :

Monday to Friday	7:00 a.m. – 11:00 p.m.
Saturday	closed
Sunday	2:00 p.m. – 11:00 p.m.



# 3 FOOD & BEVERAGES



## Restaurant

Welcome to our restaurant!

- > Three different daily lunch menus, including at least one vegetarian option
- > Additionally, soup of the day, desserts, salad bar and a selection of fresh herbs
- > You are welcome to request special meal requirements in advance at reception

When preparing all meals we pay special attention to fresh, regional and seasonal ingredients.

The restaurant's offer also includes a breakfast buffet and dinner. In summer, you can enjoy your meals on the sunny terrace overlooking the campus right outside the restaurant.

You can also enjoy all restaurant services on weekends. Please note that for reasons of sustainability you will have to register for meals on weekends.



Payment for drinks and meals can only be made cashless through the user cards received at check-in.

The restaurant's opening hours can be found on the [campus map](#).



## Foyer Bar

From Monday to Thursday, the foyer bar in House 1 is open in the evening. In summer, you can also enjoy your free time on the sun terrace outside. It is a wonderful place to network with other guests and let the day end in a relaxed atmosphere.



# 4

## LEISURE ACTIVITIES



### Activities on Campus

There is a variety of leisure activities available to you on Campus:

- › Table football & billiard
- › Indoor and outdoor table tennis
- › In-house bowling alley
- › Sports facilities with fitness equipment
- › Balls and games to borrow
- › Pianos
- › TV with Blu-Ray player



Location and opening hours of all offers can be found on the [campus map](#).



You will find a selection of things to do in and around Bonn in our [leisure brochure on campus](#).

### Activities in and around Bonn

The surrounding Kottenforst provides a place to rest and relax all year round: A beautiful nature resort surrounds the Tongruben Lake right behind the academy - a paradise for walking, running and cycling.

If you want to explore the city centre, a short bus ride will take you to downtown Bonn.

→ [Mobility on Campus](#)



## SERVICES HOUSE 2

**01 MIA INFOPOINT**  
Service hours  
Mon-Thurs 8 a.m. – 3 p.m.  
Fri 8 a.m. – 1 p.m.

All media are available during the opening hours of House 2 and can be borrowed.

**02 LOCKERS\***  
**03 NETWORKING BOARD\***

**04 LEARNING STATIONS\***  
»Language Balloon«,  
»Time«, »Black Box Security« &  
»Door to Your Inner Self«

\* accessible during opening hours of House 2

## OPENING HOURS HOUSE 2

Mon-Fri	7 a.m. – 11 p.m.
Sat	closed
Sun	2 p.m. – 11 p.m.

## MOBILE ON CAMPUS



**05 DEPARTURE SHUTTLE SERVICE**  
from/to campus to respective hotels

**06 BICYCLE RENTAL**  
Mon 5:30 p.m. – 6:30 p.m. &  
Wed (on request) 12:30 p.m. – 1 p.m.

Return during business hours of Bike Partners Bonn-Roettgen, deposit 50€, Service charge 15–40€.

## CULINARY SERVICES

**07 RESTAURANT BREAKFAST**  
Mon-Fri 6:30 a.m. – 8:15 a.m.  
Sat, Sun, holiday 8 a.m. – 10 a.m.

**LUNCH**  
Mon-Fri 12 p.m. – 1:30 p.m.  
Sat, Sun, holiday 12:30 p.m. – 1:30 p.m.

**DINNER**  
Mon-Thurs 6 p.m. – 7:30 p.m.  
Fri-Sun, holiday 5:30 p.m. – 6:30 p.m.

**08 FOYER BAR**  
Mon-Thurs 8 p.m. – 10 p.m.

**09 TEA KITCHEN**  
In House 1, second floor

## LAUNDRY

**10 WASHING MACHINE AND DRYER**  
in the Laundry Room, House 1, second floor daily 7:30 a.m. – 7:30 p.m.

**11 IRONING**  
House 1, Room 101, ground floor

## LEISURE ACTIVITIES

**12 GYM**  
With table tennis, fully accessible all day

**13 BOWLING ALLEY**  
Registration one day in advance at the reception desk

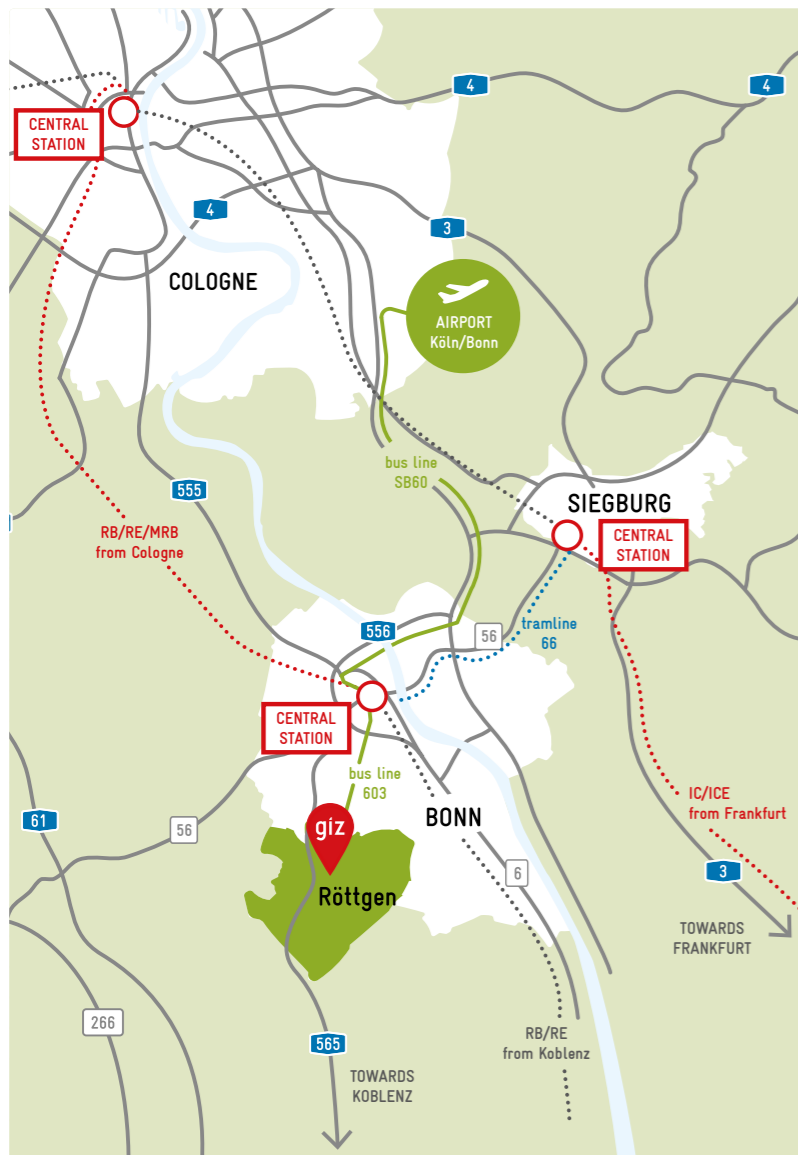
**14 TABLE FOOTBALL**  
fully accessible all day

**15 TABLE TENNIS**  
fully accessible all day

**16 PIANOS**  
In Conference Rooms 1 and 4. Usage outside of course hours, rooms will be opened on request

**17 BILLIARD**  
fully accessible all day





## Using Public Transport

Directions from Frankfurt/Main Airport: Arriving at Frankfurt Airport, take the **IC/ICE** to Bonn Central Station or the **ICE** to Siegburg/Bonn.

Directions from ICE Station Siegburg/Bonn: Arriving at the ICE station Siegburg/Bonn, take the **tramline 66** towards Bad Honnef/Ramersdorf and get off at Bonn Central Station. The train leaves every 10 minutes during the week and every 30 minutes on weekends. The journey takes about 25 minutes.

Directions from Cologne Central Station: From Cologne Central Station you can either take the **IC/ICE**, the **RE5** towards Koblenz, the **MRB** towards Mainz, or the **RB** towards Bonn-Mehlem (each to Bonn Central Station).

Directions from Cologne/Bonn Airport: Arriving at Cologne/Bonn Airport, you can take the **airport shuttle bus SB60** to Bonn Central Station. The bus leaves every 30 minutes and the journey takes about half an hour.

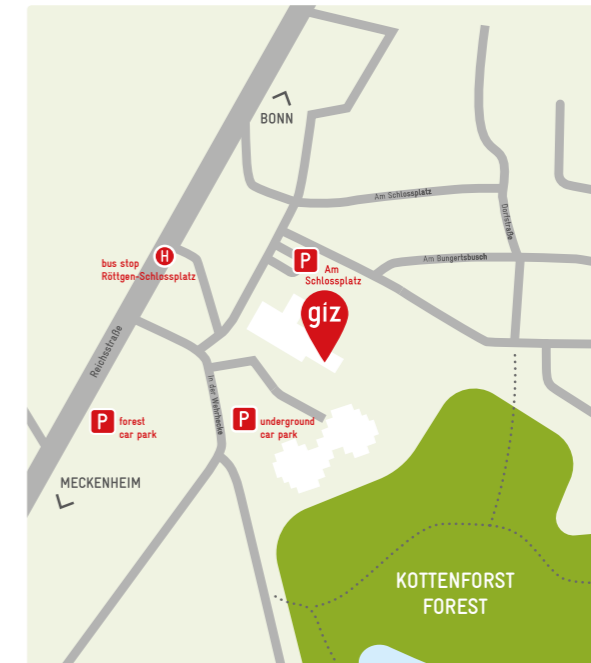
Arrival at or departure from Bonn Central Station to Bonn-Roettgen: The **bus line 603** to Bonn-Roettgen runs every 20 minutes and leaves from platform A1 at Bonn Central Station's Bus Terminal. The night bus N5 leaves hourly. The journey takes about 20 minutes. Get off at Roettgen-Schlossplatz. It is a two-minute walk from there.

## Arriving by Car

Coming from Cologne: Take the **A 555** towards Bonn. Take the exit onto **A565** towards Altenahr/Koblenz. After 6 km, take the exit Bonn-Hardtberg/Roettgen/Euskirchen. Follow the signs to Roettgen. In Roettgen stay on Reichsstrasse, until you turn left onto In der Wehrhecke.

Coming from Koblenz/Meckenheim: Take the **A 565** to the exit Merl/Meckenheim/Bonn-Bad Godesberg/Wachtberg. Then turn left onto the road towards Meckenheim/Rheinbach. Follow the signs to **A 565** towards Bonn. Stay on Reichsstrasse. Once in Bonn-Roettgen, turn right onto In der Wehrhecke.

Coming from Bonn Central Station and Downtown Bonn: From Bonn Central Station take Herwarthstrasse which merges into Endenicherstrasse. At the roundabout, take the first exit onto B56. After 1.5 km, turn left onto Provinzialstrasse, which later turns into Reichstrasse. After about 5 km turn onto In der Wehrhecke.



## Parking

- > On the academy grounds (underground car park, limited capacity)
- > Short-term parking (Am Schlossplatz)
- > Forest car park (Rulandsweg, 950m away)

### DGNB Certificate – Sustainable Building

Modern ecological and didactical building principles played an important role in the design of the learning site Campus Kottenforst. The new training centre is built with special attention to environmentally-friendly construction and takes into account the criteria of the gold standard of the German Sustainable Building Council (DGNB).



### EMAS-Certified Environmental Management

To ensure resource-saving processes, GIZ acts in accordance with the European environmental management system EMAS (Eco-Management and Audit Scheme). EMAS stands for more sustainability, resource efficiency, transparency and credibility. The location Bonn-Roettgen was first certified according to this standard in 2018.

### The environmental initiative

The environmental initiative »Ökotti«, founded in 2018, is committed to bringing sustainability to campus. Dedicated employees examine procurement processes, establish sustainable event management and encourage biodiversity on campus.



### On campus, you are well connected:



- › You can reach supermarkets and other shops for daily needs within walking distance in a few minutes
- › The bus stop Schlossplatz (lines 603, 843 and N5 run by Stadtwerke Bonn/SWB) is less than 200 meters away from campus
- › If you prefer CO<sub>2</sub>-neutral ways of travelling, you can get a rental bicycle to affordable rates on campus; please bring along your own bicycle helmet

## A

**ACCOMMODATION, EXTERNAL**

In case all capacities on site are exhausted, we will arrange accommodation in close proximity to the campus. You will receive detailed information on your off-campus accommodation via email one week before your courses begin.

## B

**BABY EQUIPMENT**

Children's beds, sheets and bathtubs can be ordered at reception. Highchairs are available in the restaurant.

**BICYCLE RENTAL**

For further information, see the sections Arrival and Mobility on Campus or check the campus map.  
**BOOKS, MAGAZINES AND MEDIA**  
 Can be found throughout House 2. For more information on how to use our media and borrow from the collection as well as on the service and opening hours check the chapter Learning on Campus or go online and visit <https://mia.giz.de>

**BUS**

You can reach Bonn Central Station and downtown Bonn from the nearby bus stop »Schlossplatz« within 20 minutes. The 603 line will take you there.

## C

**CHECK-IN/ CHECK-OUT**

On the day of arrival, check-in is possible from 3 p.m. Check-out is at 9 a.m. on the day of departure. Please remember to return your food card.

**CHILDCARE**

Participants in departure preparation can acquire information on childcare at reception.

## D

**DEPARTURE PREPARATION**

Information on departure preparation (including program catalogue): <https://www.giz.de/weltweit>

**DOCTORS**

A directory of doctors on duty is available at the reception if needed.

## F

**FITNESS**

For information on fitness facilities, sports and leisure activities check the chapter Leisure Activities and the campus map.

**FOOD CARDS**

You will receive detailed information on how to use our user cards at check-in.

**FOOD ON WEEKENDS**

Please note that for reasons of sustainability we pay close attention to your food reservations and cancellations. Upon arrival, you can sign up for meals on the weekend.

## G-I

**GUEST ACCOMMODATION**

Should you be expecting visitors, please inform us on time. You can arrange all modalities at reception.

**HOUSE RULES**

The house rules can be found in the office behind reception.

**INTERNET ACCESS**

On campus, you have free access to Wi-Fi. You will be given the password at check-in.

## L

**LEARNING STATIONS, INTERACTIVE**

Find out more about our interactive learning stations on international competencies in the chapter Learning on Campus.

**LEISURE**

The campus itself and the proximity to Bonn city centre offer a variety of possibilities for your leisure time activities. For inspiration, check the chapter Leisure Activities or the campus map.

**LOCKERS**

Lockers are located near the entrance in House 1. They are available for free use.

**LUGGAGE ROOM**

You can store your luggage in House 1. For more information, ask at reception.

## N

**NETWORKING**

Central contact points for networking are the coffee points, the foyer bar and the seating/game area by the fireplace. We also welcome newly arrived guests at our weekly Welcome Evening. Join our networking board in House 2 to connect with other participants and share your expertise.

## P

**PARENT-CHILD ROOM**

Our parent-child room equipped with a bath, a changing table, toys and games is located in House 1.

**PHARMACY**

The nearest pharmacy is located within walking distance on Schlossplatz.

**POST OFFICE**

The nearest post office is within walking distance. You can have mail sent to campus. Please inform

**PRINT & COPY**

You can copy, scan and print for free. For more information on mobile print for guests ask at reception in House 1 or check the printers.

## R

**RECEPTION**

The reception is open 24 hours. Contact details can be found under contact.

**RESTAURANT**

For more information about our restaurant, see the chapter Food & Beverages.

## S

**SHUTTLE SERVICE**

We provide a shuttle service for transfers between the training centre and your off-campus accommodation. Shuttles operate at fixed times in the morning and evening.

## W

**WASHING AND IRONING**

For location and opening hours of our facilities for washing, drying and ironing please refer to the campus map.

**WORKPLACES ON CAMPUS**

All seating niches and free seminar rooms in House 2 are available for studying and working. Guests may also use the seating area near the entrance and the foyer bar in House 1 at any time. You have access to free Wi-Fi all around campus.



## Conference Management and Reception

Conference Management is here to help you with all questions about your stay on Campus Kottenforst:

E-mail: [tagungsmanagement.roettgen@giz.de](mailto:tagungsmanagement.roettgen@giz.de)

Phone: +49 (0)228 4460-2000

Our reception is open 24 hours.



**AIZ**  
service

## AIZ Customer Service

For any questions regarding our courses and trainings, please contact AIZ customer services.

E-mail: [aiz-kundenservice@giz.de](mailto:aiz-kundenservice@giz.de)

Phone: +49 (0)228 4460-3333

## Imprint

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